

PULASKI MIDDLE HIGH SCHOOL CLASSROOM PROCEDURES 2024-2025

1. Grading
2. Assessments/Reassessing
3. Incompletes
4. Final Exams

GRADING

Grades exist to provide feedback to students, parents, and teachers, to accurately evaluate progress towards mastery of objectives, and to promote student accountability. Grading policies should be consistent within common courses and should be shared with students at the beginning of the year.

Teachers are given discretion in the creation of their grading policies but are required to:

- give summative assessments the highest value in grading when compared to other assessment categories like quizzes, classwork, homework, labs, etc.
- limit the value of homework to no more than 10% of a students' quarterly grades.
- provide opportunities for students to complete correctives and potentially earn some amount of credit for missing or late assignments during the marking period.
- give a minimum overall grade for each course of 50% for each marking period at every grade level.

In order for student work to be reflected in a marking period, students may turn in missing assignments and retake summative assessments to improve their grades until the Friday of the last week of the marking period. Any new assignments given by the teacher during the final week of the marking period should be uploaded into the following marking period in the grade book.

Teachers should update their SchoolTool grades weekly in order to provide the most recent information pertaining to a student's performance in their class.

ASSESSMENTS

Assessments are given to help monitor student understanding and to guide instruction. They should be tied to state and local standards and to the lesson's learning objectives. Assessments should take a variety of forms, both graded and ungraded, formative and summative, and formal and informal. Assessments should not be used as punishment or busywork. Summative Assessments should be the same within common courses.

REASSESSING

Reassessing provides additional opportunities for students to develop mastery and promote self-advocacy. Teachers may allow for re-evaluation/regrading to be done on any assignments but must allow reassessing for each summative assessment. The summative assessment grade will be the higher of the two scores. Teachers may set the conditions for reassessing but those conditions must include the following:

- Students must complete work that displays their relearning of material.
- Students meet with teacher to review material.
- Students complete a new parallel reassessment that reflects the standards and skills from the first assessment.

*No additional reassessing after two attempts is required, but if teacher allows, must follow the above steps.

Reassessing procedures should be consistent among common courses.

INCOMPLETES

Teachers should strive to help all students complete all assigned work, even if for reduced/late credit. They may do this by utilizing remediation time during 10th period, learning labs, and any other communicated time periods. An incomplete can be assigned for personal, medical, or academic reasons that results in the student not meeting educational requirements. Teachers should communicate to students, parents, and Student Services the assigned incomplete. Teachers and Student Services will create and communicate to student and parents a reasonable plan and clearly laid out time frame for students to complete the work so that a grade can be assigned.

FINAL EXAMS

Middle and High School final exams will make up 10% of students' overall averages. In Regents courses, the final exam will be the Regents examination. If multiple exams are taken, the best score will count towards a student's final average. In non-Regents courses, a local exam, administered by the teacher, will be the final exam. These final exams should be fair, challenging, and cumulative and allow students to demonstrate their mastery of skills and content from that year in that subject area. As with marking period grades, a minimum of 50 will be computed for a final exam or Regents grade towards their final average. Students that are given the Regents "safety net", will be given a Final Exam grade for their local Final Exam of 65% for earning a score between 55%-64% on the NYS Regents.